Request under Freedom of Information Act 2000

**Request Ref: NGFOI 17/18: 573**

Thank you for your request for information received at Northampton General Hospital NHS Trust (NGH) on 22/03/18.

*With reference to Jeremy Hunt's directive for a paperless NHS by 2020, I would like to establish where Northampton General Hospital NHS Trust are within that process and would be grateful if you could respond to the following questions:*

I am pleased to be able to provide you with the following information.

*1.)    Where do you store your physical paper medical records? Please indicate all types relevant from below.*

*In house library* **Yes**

*Offsite storage* **Yes**

*We do not have any paper records*

*2.)    Have you already started to digitise your medical records?* **Yes**

*If yes, then which records have you digitised?*

*·       Legacy records:*              **Yes**

*If Yes: Is this being done in-house or is this outsourced (if outsourced, what is the name of the provider, and what is the length of this contract?)*    **In house contract in place until 2022**

*·       Day Forward Records:*    **No**

*If yes: Is this being done in-house or is this outsourced? (if outsourced, what is the name of the provider, and what is the length of this contract?)*

*3.)    If you have already started to scan your records how do you host your images?*

*·       EDMS (Electronic Document Management System):*        **Yes**

*If yes: Which EDMS do you use and what is the length of the contract/licence for this service?* **Documentum contract in place until 2022**

*·       Shared drives:*  **No**

*If yes: Are the shared drives managed internally by the Trust or externally by an outside provider?  (What is the name of the outside provider, and what is the length of this contract?)* **N/A**

·        *Online portal:*    **Yes**

*If yes: What online portal does the Trust currently use and what is the length of the contract/licence for this service?* **As above**

·        *Other not mentioned above: please provide details of the service used.*

*4.)    If you have not started to scan your medical records when do you expect to start this project?*

*No Plans, Within 6 months,* **Within 12 months,** *Within 18 months, Within 24 months*

*5.)    If you do plan to start scanning your medical records how will you manage the procurement?*

·        *OJEU:              Yes/No*

·        *Framework:      Yes/No -*

*If yes:  Which framework will you use?* **Not yet confirmed**

*LPP, ESPO, SBS, H.T.E (Health Trust Europe), NOE CPC*

·        *Procurement stage already complete:  Yes/***No**

*6.)    Who is the person responsible at your organisation for medical record digitisation projects?*

*please provide full job title and name of the department in which the individual is based.*

**The electronic medical record management programme is made up of a number of projects, moving to electronic data capture, supplemented by scanning. This falls under the remit of Head of Clinical Data within the IM&T department.**